Executive Director's Report for November 15, 2006 DHT Board Meeting

Fundraising:

Secured auction items for DHT fundraiser from Lilian Brodatz, Rosemarie Stanford, Isabel, and Jim Herrera and Rod Hildebrant

Completed Peacock Foundation final grant report and wrote letter of inquiry to submit grant for 2007

Worked on organizing auction items and wrote and edited program for Indian Creek fundraiser

Attended Golf Fundraiser Committee meeting

Wrote thank you to Watts Foundation for $5000 grant

Wrote thank you to Merrill Stevens for $1000 corporate membership

Publicized Indian Creek fundraiser at numerous social events and group meetings and made personal calls to encourage attendance

Helped set up auction in afternoon, greeted guests and took photos at evening event

Met next workday after auction with Amy Sussman to go over fundraiser figures

Began writing thank yous to sponsors and donors

Made appointment to meet for lunch with Tina Lane and Leslie Buchanan re Dunspapugh Dalton grant

Community Outreach and Public Relations:

Wrote up press release and sent photos of DHT fundraiser at Indian Creek to Miami Monthly magazine, Coral Gables Gazette and Rosalind Moore

Attended Greater Miami Convention and Visitors Bureau Annual Meeting at Knight Concert Hall

Met with Iris Kiem to see her 5-acre property at 9393 SW 120th Street, with 1953 house, re possible historic designation

Attended VIP party at Science Museum and met Mark Flager of Discovery World Cruises, a possible DHT sponsor

Attended funeral of Bunty Cesarano

Talked with Susan Johnson re Merrill Stevens historic information and machinery for possible exhibit

Arranged appointment with Commissioner Carlos Gimenez re GOB

Met with Commissioner Katy Sorenson re GOB

Attended Board meeting of Art in Public Places Trust

Administrative:

Met with Mary Conway, assistant to City Manager, and staff re Old Miami High School and DHT restoration

Contacted GOB office to set up meeting with DHT Board

Met with City staff re securing Zoning Parking Variance for Old Miami High project

Completed forms for Variance and walked requests around City Zoning offices

Went over audit and IRS Form 990 return with CPA Vicki Walsh

Completed State Charitable Solicitation registration renewal and mailed with 990

Mailed Tax Form 990 to IRS by November 15th deadline

Wrote letter and secured signatures to update info for Investors Bank and Trust for DHT Endowment Fund

Prepared info and agenda for DHT November Board meeting